



CITY OF HOUSTON

Job Posting

Applications accepted from:

ALL PERSONS INTERESTED

Job Classification

FINANCIAL ANALYST III

Posting Number

PN# 102415

Department

HUMAN RESOURCES DEPARTMENT*

Division

RISK MANAGEMENT FINANCE*

Section

N/A

Reporting Location

611 WALKER, 4TH FLOOR*

Workdays & Hours

M - F, 8 a.m. - 5 p.m.*

*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Performs routine technical work of average complexity involving analysis and preparation of financial reports, work papers, schedules, graphs; charts statistical data and develops interpretations and provides recommendations to management. Assists department representatives in the implementation of new financial programs. Analyzes financial data and reports. Prepares and assists in preparation of a monthly financial statement for the Health and Long-Term Disability Funds. Assist in the design and development of Health Benefits and Long-Term Disability policies and procedures. Maintains statistical database. Assists department representatives in the review and evaluation of selected financial reports. Monitor department budgets and expenditures regarding statistical usage.

WORKING CONDITIONS

This position is physically comfortable and the individual has discretion about walking, standing, etc.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's degree in Finance, Accounting, Business Administration, or closely related field.

MINIMUM EXPERIENCE REQUIREMENTS

Four (4) years of professional experience in finance, economics, budget analysis, or a closely related field is required. A Master's degree in Business Administration, Accounting or a closely related field may be substituted for two years of the above experience requirement.

MINIMUM LICENSE REQUIREMENTS

None

PREFERENCES

Extremely computer literate in Microsoft products such as Microsoft Access, and Excel.
Exposure/knowledge of statistical analysis is a must.

SELECTION/SKILLS TESTS REQUIRED

NONE

SAFETY IMPACT POSITION

☒ Yes ☐ No

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 21

\$ 1,211. 00 - \$ 1,660.00 Biweekly \$ 31,486.00 - \$ 43,160.00 Annually

OPENING DATE

January 19, 2005

CLOSING DATE

Open until filled

APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 4th floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.** TDD phone number is (713) 837-9496.

An equal opportunity employer